

Panasonic

Sheetfed Scanner

Model No. **KX-S300**

Operating Instructions



Please read before using and store in a safe place.

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WARNING

- The power source voltage of this unit is listed on the nameplate. Plug the scanner only into an outlet with the proper voltage.
- To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

CAUTION

- When you operate this equipment, the mains-socket outlet should be near the equipment and should be easily accessible.
- To prevent parallel interface from static electricity damage, before you touch them, discharge any static electricity from your hands by touching a grounded metal surface, such as the screw on the plate cover of an electrical outlet.

FOR USERS IN CONTINENTAL UNITED STATES ONLY

TECHNICAL SUPPORT CALLS

If you have read this manual and tried the troubleshooting procedures and you are still having difficulty, please contact the store from which the unit was purchased.

You may also call the technical support telephone number which is operational during east coast business hours (9:00 AM to 7:00 PM).

For technical support, to order options and supplies, or for the nearest authorized service center please call 1-800-222-0584.

Useful numbers

Internet	http://www.panasonic.com
Bulletin Board	(201)863-7845
Faxback	1-800-222-0584
Technical Support	1-800-222-0584
Nearest dealer/dist.	1-800-742-8086

The serial number of this unit may be found on the labels on the scanner and connector cable (switcher). For your convenience, note these numbers below, and retain this book, along with your proof of purchase, to serve as a permanent record of your purchase in the event of a theft, or for future reference.

MODEL NO. **KX-S300** _____

NAME OF DEALER _____

SERIAL NO. _____

DATE OF PURCHASE _____

FCC Statement

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- ☐ Reorient or relocate the receiving antenna.
- ☐ Increase the separation between the equipment and the receiver.
- ☐ Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- ☐ Consult the dealer or an experienced radio/TV technician for help.

The user may find the booklet "Something About Interference" available from FCC local regional offices helpful.

FCC Warning: To assure continued FCC emission limit compliance, the user must use only the recommended shield interfacing cable when connecting to a host computer. Also, any unauthorized changes or modifications to this equipment would void the users authority to operate this device.

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Introduction

Congratulations on your purchase of the KX-S300. This package combines a complete range of scanning software and hardware to make scanning documents and images into your computer easier than ever. With this system, just insert whatever you want to scan into your scanner; the KX-S300 Document Desktop program automatically opens, showing you the entire scanning process. Once the scan is complete, you can immediately send it to others with your fax modem or cc:Mail, save it as an image, or convert it to text for your word processor. You can also annotate the document with text or colored notes, highlight it, and cut and paste information in it. KX-S300 Document Desktop offers you two ways to organize your scans. For multi-page scans that you wish to keep as a single item, you can use the clip function. To store related documents for easy retrieval, create folders to contain them.

This guide introduces the scanner and provides instructions for its use. It has three sections:

Getting Started

States the system requirements and provides instructions for installing the scanner and software.

Start Scanning

Tells you how to scan images and documents. It includes tips to help you obtain the best results from your scans.

The KX-S300 Document Desktop

Introduces the KX-S300 Document Desktop program and gives you instructions for managing, printing, faxing, mailing, and reading text into your word processor.

The TWAIN Program

Introduces the TWAIN program and gives you instructions for scanning in TWAIN-compliant applications.



Note: For a better understanding of this guide and the software it describes, you should have a good understanding of Microsoft Windows and its use.

Nothing is more frustrating than obtaining something new and then not being able to use it because you don't have the right equipment or understanding. This chapter tells you the minimum requirements for using your new scanner. Familiarize yourself with it's key features and learn how to properly install it.

System Requirements

To use this scanner and its software you need the following:

Host utilities

- ☐ IBM PC Compatible 386DX/25MHz or higher (486 or faster is recommended)
- ☐ Microsoft Windows 3.1, 3.11, or Windows 95
- ☐ VGA monitor
- ☐ 4 MB RAM (8 MB or more is recommended)
- ☐ 10 MB free hard disk space for installing
- ☐ Standard parallel printer port
- ☐ Virtual memory 19 MB or more is recommended

Recommended requirements*

- ☐ Printer
- ☐ Fax modem
- ☐ Word processor
- ☐ Image processing application
- ☐ Lotus cc:Mail or Microsoft Mail

TextBridge

- ☐ IBM compatible PC with 386, 486 or Pentium
- ☐ Microsoft Windows 3.1 or later running in enhanced mode only
- ☐ MS-DOS version 5.0 or later
- ☐ 4 MB of RAM or more
- ☐ 4 MB of free hard disk space or more for installing
- ☐ 8 MB to 16 MB of permanent virtual memory

*If you use printer or other applications, additional virtual memory is required.

Accessories

Make sure that the following accessories are included with the scanner.



- ☐ AC adaptor (KX-WZ501)
- ☐ Connector cable (switcher)
- ☐ Host utilities disks
- ☐ TextBridge disks
- ☐ Printer driver disks
- ☐ Quick Start Guide
- ☐ Calibration sheet

Operating Environment

Do not use the scanner in the following conditions.



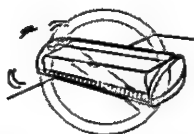
Extremely high or low temperature
[temperature range:
5~35°C (41~95°F)]



Extremely high or low humidity
(humidity range: 30~80%RH)



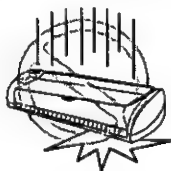
Area of high dust concentration.



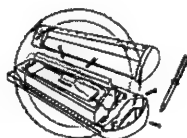
Areas with extreme vibration or
on an unstable or unlevel surface.

Precautions

The following precautions are recommended to extend the life of the scanner.



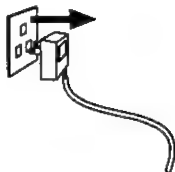
Do not drop or jar the scanner.



Do not disassemble the scanner.



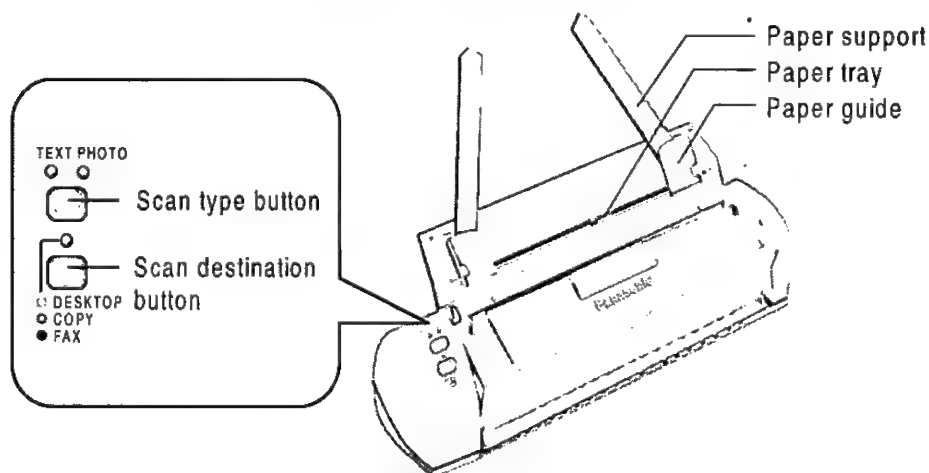
Do not allow any foreign matter
to enter the interior of the unit.
Do not spill liquid.



If the scanner is not going to be
used for an extended period,
unplug the power adaptor.

Taking a Look at the Scanner

Familiarity with the scanner will help you in achieving its best performance. Spend a few moments to review the following diagrams and the accompanying component-related notes:



Scan type button

Press once to toggle between text and photo mode.

Scan destination button

Press until color of light matches the color of your destination. (Yellow - Desktop, Green - Copy, Red - Fax)

Paper guide

Adjust the paper guides to guide documents straight through the scanner.

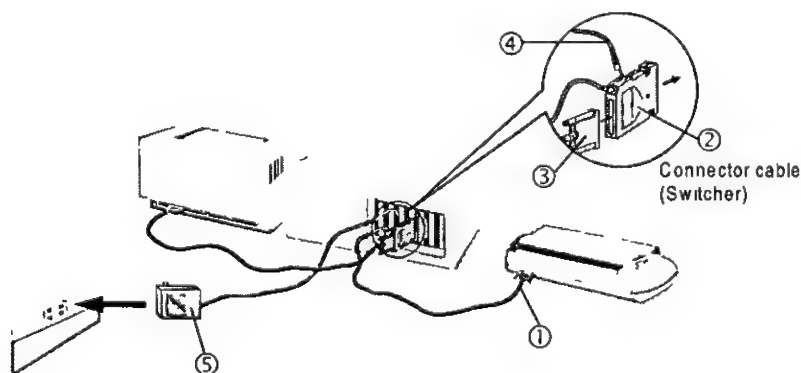
Paper support

Lower the paper support under the lines on the inside of the cover and move the paper guide to the outer extend to close the cover.

Connecting the Scanner


- 1 Turn off your computer and all connected peripheral equipment
- 2 Plug the connector cable (switcher) into the scanner ① and the other end into your computer's parallel port ② To connect a printer to the same port as the scanner, plug the printer cable into the back of the connector cable (switcher) ③
- 3 Plug one end of the AC adaptor into the connector cable (switcher) power socket ④ and the other end to a properly rated outlet ⑤ The power of the scanner is turned on automatically

Caution: Use only the supplied AC adaptor (KX-WZ501), since other adaptors may damage the scanner

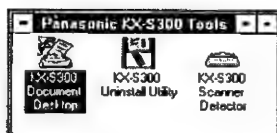



Note: When you slant the scanner, it may start scanning operation without paper. But it does not mean that the scanner is out of order.

Installing the Software

-  **Notes:** - All computer screens in this manual refer to Windows 3.1.
- Have the Calibration Sheet or a blank sheet of paper handy before you start installing the software. You will need it for calibrating the scanner. If you scan without calibrating, it may cause poor document quality.

1. Start Microsoft Windows.
2. Insert the Host Utility Disk 1 of 2 (#1) into a floppy drive.
3. **For Windows 3.1:** In Program Manager, choose **Run** from the **File** menu.
For Windows 95: Click the Start Button, point to **Run** and click.
The Run dialog box appears.
4. In the command line text box, type **a:\install** or **b:\install** depending on where you have inserted the program disk and click **OK**.
5. Follow the instructions on screen to complete the installation.
6. Remove the inserted disk and restart Windows in order to activate KX-S300.
When installation is complete, the Panasonic KX-S300 Tools group window appears on your Windows desktop.




-  **Note for Windows 95:** "Panasonic KX-S300 Tools" appears by clicking Start Button and moving the pointer to "Programs".

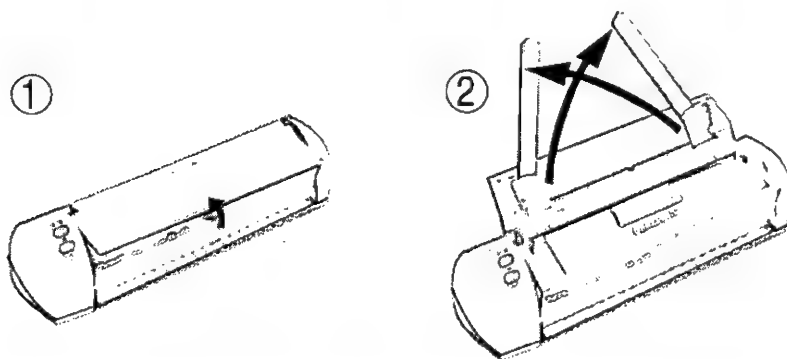
Start Scanning

This chapter tells you how to scan images quickly with your new scanner. It goes on to provide some tips on improving your results and tells you where to go for help if you need it.

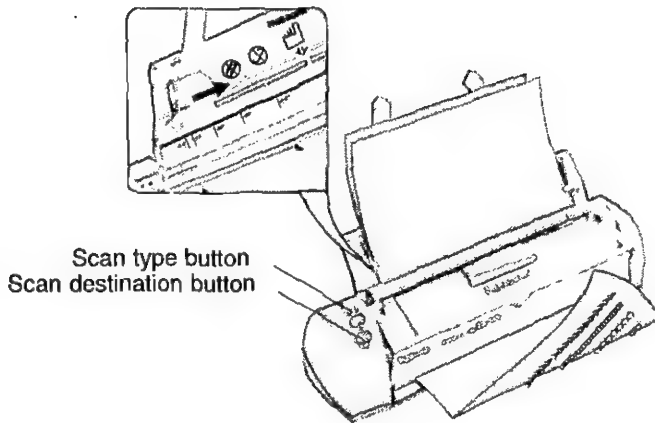
Scanning an Image

 **Note:** Do not place the scanner on the edge of the table or place anything around (especially in front of) the scanner because the scanner feeds the paper onto the table.

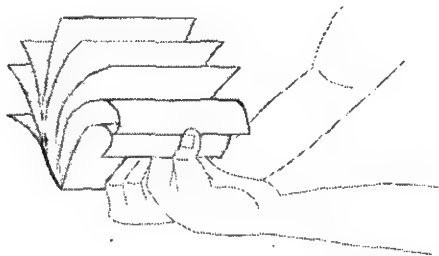
1. Make sure the scanner is properly connected to your computer.
2. Start Microsoft Windows. The KX-S300 Document Desktop is ready to scan.
3. Raise the cover of the scanner ① and the paper supports ②.



4. Before inserting your document(s), set the scan mode and destination for your scan by pressing the buttons on the scanner.
5. Before inserting your document(s) on the paper tray for scanning, use the paper size indicators labeled on the KX-S300 scanner for proper placement. Place the document(s) onto the paper tray with the printed side **face down** and adjust the left and right paper guides accordingly. The scanning progress will appear on the KX-S300 Document Desktop window.




- Notes:**
- If you scan without calibrating a **No Calibration** dialog box message appears. You can cancel and proceed scanning or continue with the calibration process.
 - When you calibrate by manual operation, follow the steps below:
 1. Activate the Desktop.
 2. Select the Preference icon.
 3. Select Scanner.
 4. Insert the Calibration Sheet.
 5. Click Calibration.
 - You can stack up to 10 sheets of paper (16-24 lbs.) into the paper tray.
 - When the scanner is scanning the Scan Type and the Scan Destination buttons are disabled.
 - For paper thicker than 24 lb., feed one sheet at a time to the scanner.
 - To insure proper document feeding you should fan the stack of your documents.



- Do not insert documents with clips or staples. It may possibly damage the inside of the scanner.
- When scanning your document into your own graphic application program see the section in the TWAIN Program-Scanning an image before proceeding for the proper steps.


When Desktop is selected at scan destination, upon completing the scan, a thumbnail image of the document appears in the workspace. KX-S300 Document Desktop automatically names it "Untitled-x" where x is the first available document number. You can then rename it by choosing **Rename** from the **Document** menu.

 **Note:** If your scan does not come out as well as you wanted, try changing the scan settings by choosing **Preferences** from the **Options** menu. Then, scan again. For details on scanning resolutions, see helpful tips in the readme file.

Getting Better Scanned Images

Many factors influence the quality of the scanned images. You might insert the document at an angle and obtain a crooked or skewed document. Sometimes the scanned images contain small spots or marks or even black edges. KX-S300 Document Desktop provides three commands under the **Image** menu to solve these problems.

- ☐ To clean the speckled image, choose **Despeckle** from the **Image** menu.
- ☐ To straighten crooked or skewed image, choose **Deskew** from the **Image** menu.
- ☐ To remove black edges of the scanned image, choose **Crop Edge** from the **Image** menu.

 **Note:** These commands are available only when you are in thumbnail or page mode.

Using the On-line Help

The on line HELP menu provides a quick way to look up information about a task you are performing and a feature you would like to know more about.

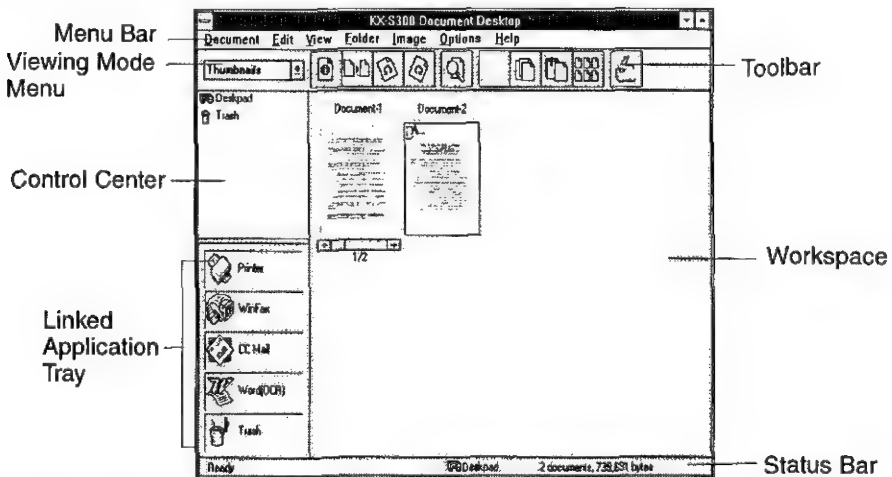
To use the on line HELP menu, choose **Contents** from the **Help** menu. Point to the graphic or text you want to know about, when the pointer changes to a hand shape, click for more information.

The KX-S300 Document Desktop

KX-S300 Document Desktop is a versatile program that takes all the headaches out of managing your scanned documents. With this program you can organize, edit, annotate, and redistribute your scanned documents without ever switching programs. This section describes the KX-S300 Document Desktop program, starting with a tour of the workspace and then going on to explain how to use the program.

The KX-S300 Document Desktop Window

The KX-S300 Document Desktop Window is divided into five areas. Below is a description of each.



Workspace










The workspace displays the documents in the program, allowing you to view, manage, and edit them. It differs in appearance and performance depending on the viewing mode (Thumbnails, Page, or List).













Menu Bar

The menu bar runs along the top of the window. It contains all the commands available in the program. If a command is not available because of the viewing mode or other conditions, it is grayed out. Many frequently used commands are also available in the toolbar.

Toolbar

The toolbar appears right below the Menu bar. It contains frequently used commands for easy access. By clicking on the appropriate icon in the toolbar, you can save valuable time completing the most important tasks in the KX-S300 Document Desktop. The toolbar changes depending on which viewing mode you are in. You can select the mode by clicking the arrow of the viewing mode menu. Below is a summary of all the icons in the program and when they appear:

Icon	Purpose	Appears in
 Document Information	Provides information about the selected document in the workspace.	Thumbnails and List modes
 Duplicate a Document	Copies the selected document to the same folder.	Thumbnails and List mode
 Rotate Left 90 Degrees	Turns the document 90 degrees counter-clockwise.	Thumbnails mode
 Rotate Right 90 Degrees	Turns the document 90 degrees clockwise.	Thumbnails 90 mode
 Find Document	Locates all documents with names matching the search criteria you define.	Thumbnails and List mode
 Clip	Combines all selected documents into one multi-page document. Disabled if less than two documents are selected.	Thumbnails and List mode
 Unclip All	Separates combined documents back into single-page documents. Disabled if a multi-page document is not selected.	Thumbnails and List mode
 Unclip One	Separates the currently selected page in a multi-page document from the clipped document and makes it a single-page document. Disabled if a multi-page document is not selected.	Thumbnails and List mode
 Rearrange Thumbnails	Arranges all thumbnails neatly in the workspace.	Thumbnails mode

	Preference	Opens the Preferences dialog box where you can change the scan settings and other program features.	All modes
	Print List	Prints a listing of the current folder's contents including filenames, last saved dates, sizes, number of pages, and comments.	List Mode
	Zoom In	Increases the magnification by one level. Disabled if at the highest magnification.	Page Mode
	Zoom Out	Reduces the magnification by one level. Disabled if at the lowest magnification.	Page Mode
	Fit Width	Resizes the currently shown page to fit the width of the workspace exactly. This is a good setting for wide documents.	Page Mode
	Fit Height	Resizes the currently shown page to fit the height of the workspace exactly. This is a good setting for long documents.	Page Mode
	Previous Page	Shows the previous page in a multi-page document. Disabled if already showing the first page.	Page Mode
	Next Page	Shows the next page in a multi-page document. Disabled if already showing the last page.	Page Mode
	Go to Page	Allows you to go to a specific page in a multi-page document. Disabled if the current document is a single-page document.	Page Mode
	Previous Document	Shows the previous document in the current folder. Disabled if the currently shown document is the first one.	Page Mode
	Next Document	Shows the next document in the current folder. Disabled if the currently shown document is the last one.	Page Mode
	Go to Document	Allows you to go to a specific document in the current folder. Disabled if only one document occupies the current folder.	Page Mode

Control Center

The Control Center runs along the left side of the window.

The top part of the Control Center varies depending on the viewing mode. In Thumbnails and List modes, it displays all the folders in the program. By clicking on folder, you can view its contents in the workspace. In Page mode, it contains a toolbox where you can select tools for annotating or modifying the currently shown page.

The bottom part of the Control Center contains the Linked Application Tray. It shows programs that are linked to the program. By dragging documents from the working area to the appropriate program icon, you can send a copy of the selected document to that program.

Status Bar

The status bar shows information about the program status and workspace contents. The status bar changes depending on program activity.

Viewing Modes

KX-S300 Document Desktop has three viewing modes: Thumbnails, Page, and List. This section briefly describes each mode and how the workspace changes when it is active.

Thumbnails View

Thumbnails mode is the default mode for the program. KX-S300 Document Desktop always starts in this mode. All documents in the current folder appear as miniature thumbnails. You can create and delete folders, clip and unclip documents, and perform editing tasks other than annotating and adding or deleting blocks of data.

Selected documents appear with a color border.

- ☐ To select all the documents in the current folder, choose *Select All* in the *Edit* menu.
- ☐ To select multiple documents individually, press the **CTRL** key as you click on each document.

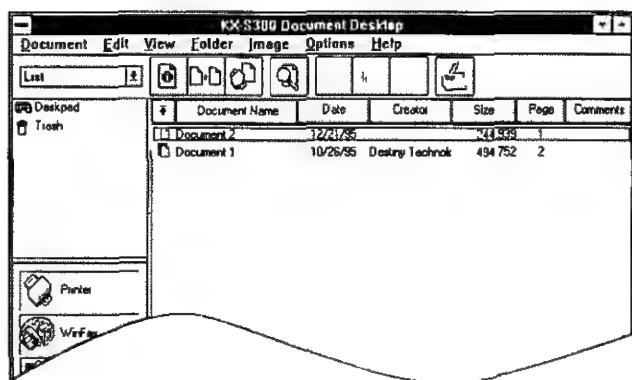
When a combined document is selected in thumbnails mode, a scroll bar appears below its thumbnail showing the total number of pages and the current page. The name of the combined document matches that of the first page. Clicking the center of the scroll bar opens a dialog box where you can enter the page you want to see.

List View

List mode shows the names of all documents in the selected folder along with the last saved date, creator, file size, number of pages, and comments you added. This mode is most useful if you want a quick overview of the documents in KX-S300 Document Desktop. A **Print List** icon in the toolbar enables you to print the information shown in the working area.

Selected documents are highlighted.

- ☐ To select all the documents in the current folder, choose **Select All** in the **Edit** menu.
- ☐ To select multiple documents individually, press the **CTRL** key as you click on each document.



Page View

Page mode is ideal for detailed viewing and modifying documents. You can only show one page at a time, but can zoom in up to 200%, (twice the actual size), or down to 25%, (one-quarter the size).

them here, you can still recover them if you change your mind To permanently delete these documents, choose **Empty Trash** from the **Options** menu Or in the Trash section of the Preferences dialog box, set the automatic trash emptying instructions

Adding a Folder

To add a folder, choose **Add** from the **Folder** menu and enter a name for the folder in the Add Folder dialog box The maximum length of a folder name is 30 characters Any combination of alphanumeric characters, including a hyphen (-), a slash (/), and a space () is allowed when naming folders

Renaming a Folder

To rename a folder, select the folder you want to rename and choose **Rename** from the **Folder** menu Enter the new name in the To text box of the Rename Folder dialog box and click **OK**

Deleting a Folder

To delete a folder, choose **Delete** from the **Folder** menu and select the folder you want to delete from the drop down list box

Managing Documents

KX-S300 Document Desktop offers many ways for you to manage your documents You can search for documents that are not currently visible on screen, rename them, add comments, and do several other things to make your workplace more manageable

Searching for Documents

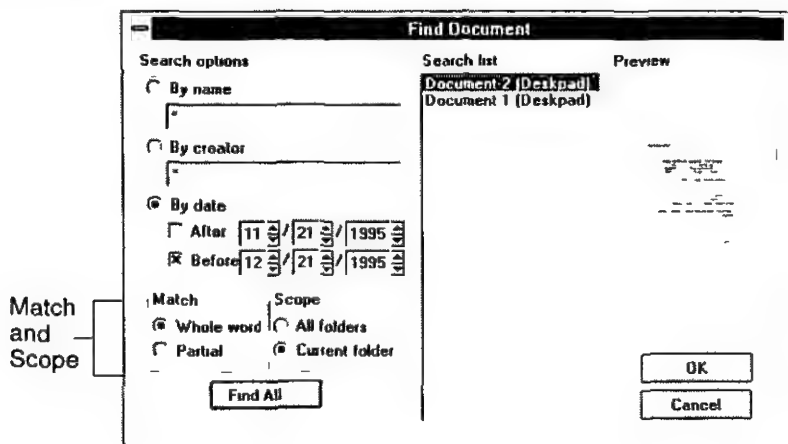
To find a document, click on the **Find document** tool or choose **Find** from the **Document** menu

In the Find Document dialog box

- ☐ Select **By name** to search documents by its name
- ☐ Select **By creator** to search documents created by a specific person
- ☐ Select **By date** to search for documents created within a specific date

To find similarly named documents or if you do not remember the full name of the one you want, include the wild card characters, (*, ?), in the search

Select the Match and Scope options and click **Find All** to begin the search. All documents matching the search criteria appear in the Search list box. Select the one you want and click **OK** to view in Page mode.



Renaming Documents

To change the name of the document, select the document you want to rename and choose **Rename** from the **Document** menu. Enter the new name in the To Text box and click **OK**.

Creating a New Document

To create a new document, choose **New** from the **Document** menu. In the New Document dialog box, select the size and resolution of the document and click **OK**.

Viewing Document Information

To view the document information, switch to Thumbnails or List mode and choose **Info** from the **Document** menu or toolbar. The Information dialog box opens where you can view the current document statistics, add or modify the comments, and change the name.

Moving Documents

You must be in Thumbnails or List mode to move documents. There are two ways to move them:


- ☐ Select and drag documents from the workspace to the desired folder in the Control Center.
- ☐ Select the documents to move and choose **Move To** from the **Document** menu. Then select the desired folder from the drop-down list in the Move To dialog box.

Duplicating Documents

To make a copy of the selected document, switch to Thumbnail or List mode and choose **Duplicate** from the **Document** menu or toolbar. A new document named "Untitled-x" (where x is the next available document number) appears in the workspace.

Deleting Documents

You can either delete a document by dragging the document to the **Trash** icon or choose **Delete** from the **Document** menu. Choose **Empty Trash** from the **Options** menu to permanently remove them from KX-S300 Document Desktop. Until you choose **Empty Trash** you can recover any documents in the Trash folder.

 **Note:** Select the Trash category in the Preferences dialog box to automate when to empty the trash.

Arranging Documents

Switch to Thumbnails mode and choose **Arrange Documents** from the **View** menu or toolbar to neatly arrange the documents. KX-S300 Document Desktop repositions all thumbnails in the current folder to appear neatly in the workspace.

Multi-page Documents

Multi-page documents help you clean up your desktop and ensure that documents that belong together stay together. They can be modified just like single-page documents. You can create and ungroup multi-page documents in Thumbnails and List modes only.

Creating Multi-page Documents

There are two ways to create multi-page documents:

- ☐ Drag and drop one document into a target document. The target document remains the last page. Each additional document you drag goes in front of those already in the group.
- ☐ Select all the documents you want to group and choose **Clip** from the **Document** menu or toolbar.

Navigating Through Multi-page Documents

In Thumbnails mode, use the scroll bar below the thumbnail to navigate through the document. Double click on the displayed page numbers to open a dialog box where you can enter the page you want to see. In Page mode, use the page tools in the toolbar to display different pages in a multi-page document.



Ungrouping Multi-page Documents

To remove a page from a multi-page document, select the document and bring the page you want to remove to the top. Then choose **Unclip One** from the **Document** menu or toolbar. The removed page is named "Untitled-x" (where x is the next available document number.)


To ungroup all pages in a multi-page document, select the document and choose **Unclip All** from the **Document** menu or toolbar. The each page is named "Untitled-x" (where x is the next available document number.)

Editing Documents

You can edit documents in KX-S300 Document Desktop to improve their appearance and emphasize or hide certain information. Most of the editing functions are available only in Page mode.

Rotating Documents

You may rotate documents in Thumbnails and Page modes. Choose **Rotate** from the **Image** menu to rotate a document. The submenu offers you a choice of rotating left or right by 90 degrees. (In Thumbnail mode, you may click on the **Rotate Left 90 Degrees** or **Rotate Right 90 Degrees** icons in the toolbar.) If you rotate a multi-page document, only the top page will be rotated.

 **Note** If your document is a little crooked, use the **Deskew** command to straighten it from **Image** menu.

Fixing a Crooked Document

If you made a mistake aligning your document when you scanned it, you are able to fix the scan without rescanning by choosing **Deskew** from the **Image** menu. This command is available in Thumbnails and Page modes.

Cleaning a "Spotty" Document







If the scanned document seems to have a lot of stray dots sprinkled all over the page, you may be able to fix it quickly by choosing **Despeckle** from the **Image** menu. This command is available in Thumbnails and Page modes.

Removing Black Edges

If an unwanted black border appears around your document, choose **Crop Edge** from the **Image** menu to remove it. This command is available in Thumbnails and Page modes.

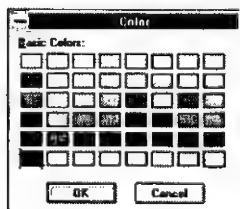
Making Annotations

Annotations to documents include adding or erasing information in the document, copying blocks to the clipboard for pasting elsewhere, and highlighting or affixing notes to the document. All these actions are controlled by the toolbox in the upper portion of the Control Center in Page mode.

Tool	Purpose
 Pickup	Select a note, highlight mark, or added text to move, delete, or resize. Double-click on a note or text to edit the text.
 Highlighter	Drag a transparent color over a portion of the document to emphasize the area. Choose Color from the Edit menu to choose a color for the highlighter. Use the select tool to resize and reposition existing highlights.
 Eraser	Remove information from the document.
 Sticky Note	Paint a solid color area over the document containing text. If you move this area, the text moves with it. Choose Color from the Edit menu to set the color of the note. Choose Fonts from the Edit menu to select a font style and size.
 Text	Add text or annotations to the document. Choose Fonts from the Edit menu to select a font style and size.
 Cutter	Select an area to cut, copy, or crop to the clipboard.

Highlighting

1. Show the page you want to add highlights to.
2. Click on the **Highlighter** tool.
3. Choose **Color** from the **Edit** menu to select the highlight color.



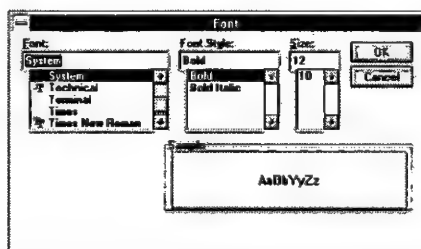
4. Move the pointer to the part of the document you want to highlight.
5. Drag the mouse over the area you wish to highlight.

Erasing

1. Show the page you want to erase information from.
2. Select on the *Eraser* tool.
3. Drag the mouse over the area you wish to erase.

Adding Notes

1. Show the page you want to place a note on.
2. Select the *Sticky Note* tool.
3. Choose *Color* from the *Edit* menu to select a color for the note.
4. Choose *Fonts* from the *Edit* menu to set the font characteristics for the text.



4. Click on the document where you wish to place the note and begin typing. You may press Enter for multiple lines.
5. When you finish entering text, click the *Pickup* tool.

Adding Text

1. Show the page you want to add text to.
2. Select the *Text* tool.
3. Choose *Fonts* from the *Edit* menu to set the font characteristics for the text.
4. Click on the document where you wish to add text and begin typing. You may press Enter for multiple lines.
5. When you finish entering text, click the *Pickup* tool.

Cutting, Copying, and Cropping

You can cut, copy, or crop portions of the image and paste them somewhere else. To cut, copy, or crop:

1. Show the page containing information you wish to place on the clipboard.
2. Select the *Cutter* tool.
3. Drag your mouse over the area you wish to place on the clipboard.
4. Choose *Cut*, *Copy*, or *Crop Image* from the *Edit* menu, depending on whether you wish to retain the selected area in the current location.

Later you can choose *Paste* from the *Edit* menu to paste the contents in the clipboard.

Importing/Exporting Documents

To import a file, choose *Import* from the *Document* menu. Select the file you wish to add to the KX-S300 Document Desktop workspace from the Import dialog box and click *OK*. KX-S300 Document Desktop creates a new document named "Untitled-x" (where x is the next available document number) containing the information from the selected file. (The document in the KX-S300 Document Desktop workspace is completely independent of the original. The program does not modify the original file in any way when importing it.)


To save a document as a file, choose *Export* from the *Document* menu. In the Export dialog box, assign a file format and destination for the file and click *OK*.

Working with Linked Programs

KX-S300 Document Desktop allows you to print, fax, and send documents to other applications without leaving the program. During installation, KX-S300 Document Desktop automatically create links to programs already installed in your computer. Icons for linked programs appear in the Linked Application Tray in the Control Center. These are the applications KX-S300 Document Desktop links automatically.

- ☐ WordPerfect (WordPerfect Corporation)
- ☐ Microsoft Word (Microsoft Corporation)
- ☐ AmiPro (Lotus Inc.)

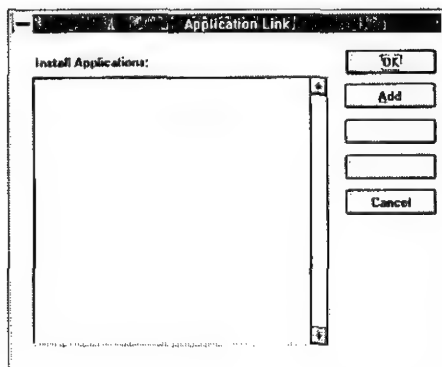
- ☐ Write*¹ (Microsoft Corporation)
- ☐ WordPad*² (Microsoft Corporation)
- ☐ NotePad*³ (Microsoft Corporation)
- ☐ Excel (Microsoft Corporation)
- ☐ WinFax Pro (Derlina Corporation)
- ☐ Eclipse Fax (Phoenix Technologies Ltd.)
- ☐ Smartcom (Hayes Microcomputer Products Inc.)
- ☐ Faxworks (Sofnet Inc.)
- ☐ Mail*⁴ (Microsoft Corporation)
- ☐ cc:Mail (Lotus Inc.)
- ☐ Exchange*⁵ (Microsoft Corporation)
- ☐ Paintbrush™ (Microsoft Corporation)
- ☐ Paint (Microsoft Corporation)

 **Notes:** - *1 and *3 are included in Windows 3.1 software as standard.
 - *1, *3 and *4 are included in Windows for Workgroups 3.11 software as standard.
 - *2, *3 and *5 are included in Windows 95 software as standard.

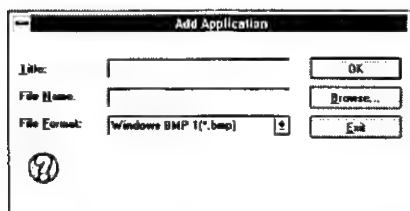
Adding a Link

To create new links for image editing, or fax applications:


1. Choose **Application** from the **Options** menu. The Application Link dialog box appears.



- Click on the **Add** button. The Add Application dialog box appears.



- Enter a title for the program in the title text box and a complete path of the program's file name in the File Name text box. (If you do not know the path or name, click the **Browse** button to select a program.)
- Select a file format that the linked program can recognize from File Format drop down list.

 **Notes:** - If a proper file format is not selected, link will not work. Refer to the manual of the application to confirm the file format.
- Some applications may not be recognized by your KX-S300 because of a specific file format. In this case, link is not assured.

- Click **OK** to close the Add Application dialog box and return to the Application Link dialog box.
- Click **OK** to save the settings and return to the main window.

Modifying an Existing Link

To change the description, icon or execution file name of a linked application, choose **Application** from the **Options** menu. Select the application you want to modify and click **Modify**. Change the settings of the Modify Application dialog box accordingly.

Deleting a Link

To delete linked application from KX-S300 Document Desktop, choose **Application** from the **Options** menu and select the application you want to delete. Then click **Delete**.

 **Note:** KX-S300 Document Desktop does not delete the program from your computer.


Sending a Document to a Linked Program

There are three ways to send a document to a linked program:

- ☐ Select the document and click the program icon in the Linked Applications Tray.
- ☐ Drag the document to the program icon in the Linked Applications Tray.
- ☐ Select the document and choose *Send to* from the *Document* menu. Then choose the linked program you want to send the document to.

Special Note for Word Processing Links

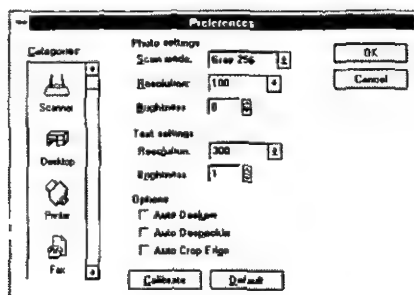
When you drag a scanned text document to a word processing program, KX-S300 Document Desktop automatically converts it to editable text, (optical character recognition), and transfers the editable text to your word processor. Once inside the word processor you can edit and save documents according to that program's procedures. For best results when sending a document to a word processor, make sure you scanned it in text mode.

 *Note: KX-S300 Document Desktop cannot convert documents sent to word processing programs unless the TextBridge OCR program is already installed in your computer.*

Optimizing KX-S300 Document Desktop

The *Preferences* command under the *Options* menu allows you to set various application or device options installed in your computer. For example, to customize the scanning options, choose *Preferences* under the *Options* menu and click on the Scanner icon under Categories. This section explains the Preferences dialog box in detail to help you choose the best settings for your work.

Scanner Preferences



Scan Mode

Use Gray 256 to scan color or grayscale images. Grayscale images are good for desktop publishing but grayscale image files are 8 times larger than dithered images (which are actually black-and-white image) files. Use Dither 1 or Dither 2 to save disk space on your hard disk. Dither 1 and Dither 2 produce the effect of shades of gray by arranging the black and white dots in different patterns. It is recommended to use both Dither 1 and 2 then select dither mode which you like.

Resolution

The higher the resolution, the finer the image. But higher resolutions take longer to process and require more disk space. To select the proper resolution, think about why you are scanning the document. For displaying on-screen, choosing 100 is too high. If you intend to fax, the highest resolution your fax modem can reproduce is 200 (most standard fax resolutions are 100). Printers vary in their resolutions.

Brightness

Allows you to adjust the brightness of the image. If the scanned image is too dark, increase the brightness setting, too light, reduce it.

Auto Deskew

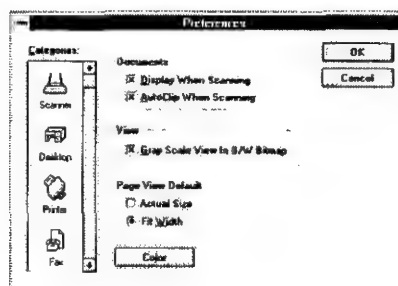
Check this option to automatically straighten documents if you scan them at an angle.

Auto Despeckle

Check this option to remove black dots appearing on the page automatically.


- Auto Crop Edge** Check this option to automatically remove black borders around the scanned document.
- Calibrate** Click to calibrate your scanner if you think it is not reproducing scanned documents properly. To calibrate the scanner, insert the Calibration Sheet into the scanner's paper tray and click on the **OK** button.
- Default** Reset all current settings to the default settings.

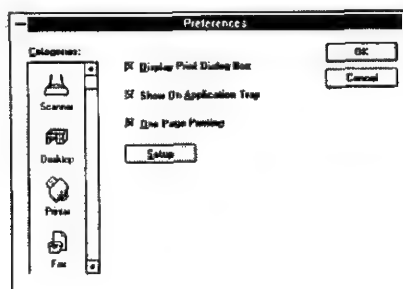
Desktop Preferences



- Display When Scanning** Check to display the scanning dialog box when scanning documents.
- AutoClip When Scanning** Check to automatically combine multi-page documents when scanned.
- Gray Scale View In B/W Bitmap** Check to view black and white documents as grayscale documents.
- Actual Size** Select this option to display the document in its actual size when viewing in Page mode.
- Fit Width** Select this option to display the document at the width of the workspace when viewing in Page mode.
- Color** Click to change the window's workspace color.

Printer Preferences

 **Note:** *Printer Preference is not displayed when no printer is set as a default printer in Windows printer setting.*



Display Print Dialog Box

Check to display the print dialog box when printing.

Show On Application Tray

Check to show the Printer icon in the Linked Application Tray.

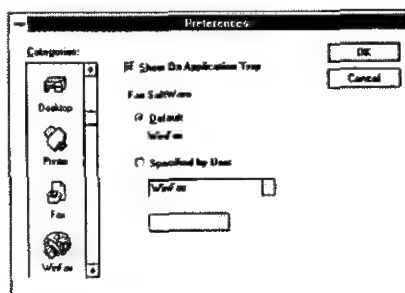
One Page Printing

Check to print one page at the designated size. If not checked, it is printed separately at the designated size.

Setup

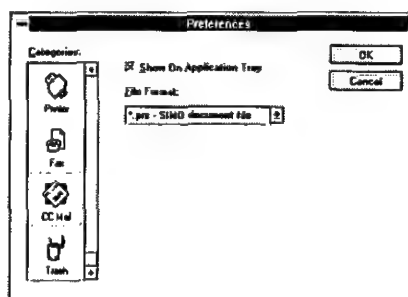
Click to open the standard Windows Print Setup dialog box.

Fax Preferences



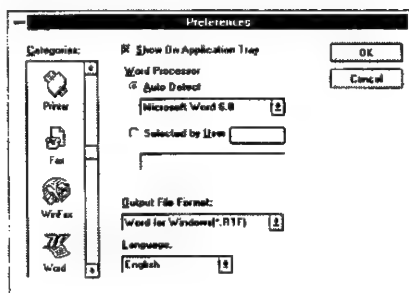
Show On Application Tray	Check to show the Fax icon in the Linked Application Tray.
Default Fax Software	Check to set the fax displayed.
Specified Fax Software	Check to set the fax selected in the list box.
List Box	Select the fax installed in your system from the list box.
Set As Default Fax	Change the default fax to the selected fax in the list box.

Mail Preferences (In case of cc:Mail)



Show On Application Tray	Check to show the cc:Mail icon in the Linked Application Tray.
File Format	List the file format to use when attaching a document to a cc:Mail message.

OCR Preferences (In case of Word)



Show On Application Tray

Check to show the Word icon in the Linked Application Tray.

Word Processor

Enter the directory where your word processor is installed.

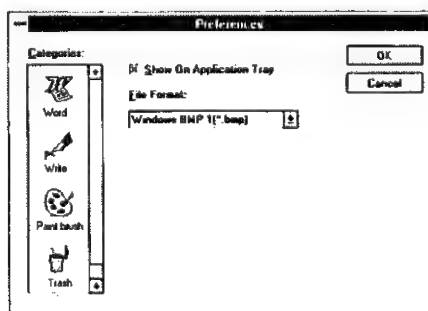
Output File Format

Select a file format for the OCR-ed document.

Language

Select the language used in the document. The language can be selected only in the selected languages when installing TextBridge.

Paint brush Preferences



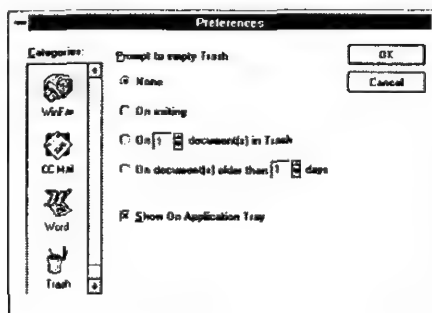
Show On Application Tray

Check to show the Paint brush icon in the Linked Application Tray.

File Format

Select a file format for Paint brush.

Trash Preferences



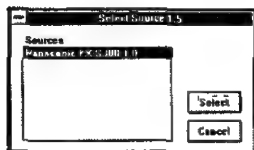
None	Select not to delete the documents in Trash.
On Exiting	Select to automatically delete all documents in Trash when you quit KX-S300 Document Desktop.
On # Documents In Trash	Select to automatically delete the documents in Trash when it reaches a specific number of documents.
On Documents Older Than # Days	Select to automatically delete documents in Trash that are older then a specified number of days.
Show On Application Tray	Check to show the Trash icon in the Linked Application Tray.

The TWAIN Program

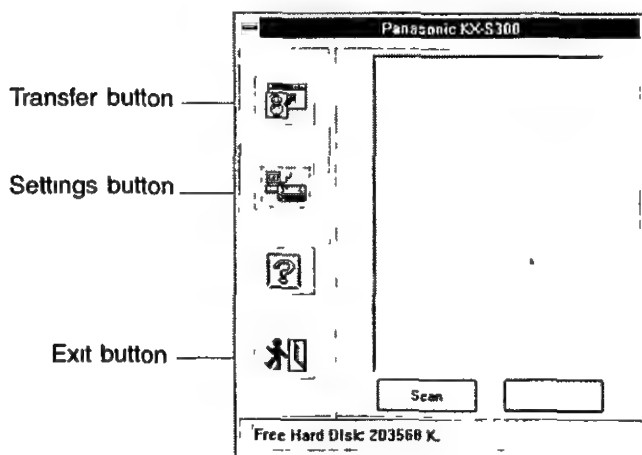
Scanning an Image

The steps below assume that you have successfully installed the scanner and TWAIN program

- 1 Start Microsoft Windows
- 2 Run a TWAIN-compliant application, such as Photoshop Refer to the application's manual for specific instructions on using the application
- 3 Choose *Select Source* under the *File* menu and the Select Source dialog box appears This step may vary depending on the TWAIN-compliant application you are using



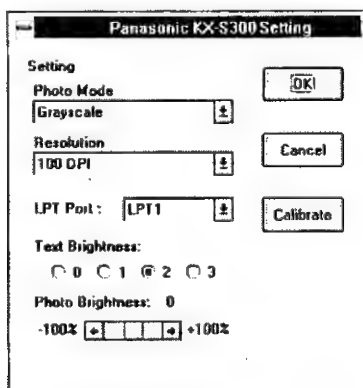
- 4 Choose *Panasonic KX-S300* and click on the *Select* button
- 5 Choose *Acquire* under the *File* menu The Panasonic KX-S300 window opens This step may vary depending on the TWAIN-compliant application you are using



6. Insert the document you want to scan into the paper tray with the printed side facing down.
7. Click on the **Settings** button to select a scanning mode, resolution, and brightness level.
8. Click on the **Scan** button and the scanner starts scanning. The scanned image appears in the **Preview** window.
Click on the **Stop** button anytime during scanning to quit the scanning process.
9. Click on the **Transfer** button to transfer the image to the application.
10. If you do not transfer, click on the **Exit** button to close the Panasonic KX-S300 window and return to the application.

At this point, you can edit or save the scanned image using the application's commands.

The Settings Window



Scan mode

Grayscale images are excellent for use in desktop publishing. Dither images are black-and-white images consisting of small black and white dots arranged in different patterns. Dither images are smaller than grayscale image files.

Resolution	Higher resolution produces better image, but takes more disk space and more time to process. Although scanning at 300 dpi reads more information, you may not need it unless you plan to enlarge the image significantly.
LPT Port	Select the port where your scanner is connected.
Text Brightness	Adjust the brightness of the scanned text image. 0 is the darkest and 3 is the lightest.
Photo Brightness	Adjust the brightness of the scanned photograph image. -100 is the darkest and +100 is the lightest.

Calibrating the Scanner

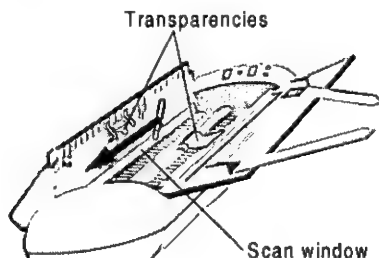
Calibrating the scanner is the process of scanning a predetermined image to generate a set of internal values that on future scans compensate for any unevenness in the scanner's image capturing ability. These internal values constitute a calibration result that is applied to future scans. If you did not calibrate the scanner during installation, do so before doing any scanning.


To calibrate the scanner:

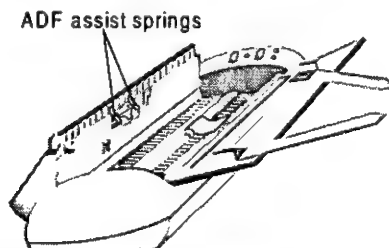
1. Click on the **Settings** button and the Settings dialog box appears.
2. Click on the **Calibrate** button. A message appears, telling you to prepare for calibration.
3. Insert the Calibration Sheet or a blank sheet of paper handy into the paper tray.
4. Click **OK** to start the calibration process.
5. After calibrating, click **OK** to close the Settings dialog box.

Maintenance

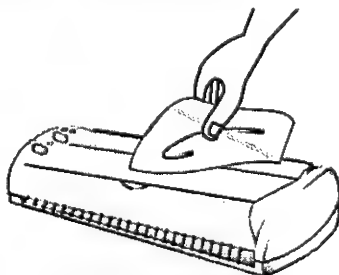
Clean the scan window and transparencies regularly to avoid black dots or vertical streaks in scanned images. Before cleaning, make sure the power cable is unplugged. Pull the cover of the scanner gently and clean the scan window and transparencies with a cotton stick.



-  **Notes:** - When it cannot be clean with a cotton stick, clean the scan window with a dry soft cloth.
- Take care not to touch the ADF assist springs because it may hurt your hand.



Clean the scanner surface with a piece of damp cloth.



Caution: Do not spray cleaning fluid directly on the scan window, transparencies, or scanner surface.

Troubleshooting

If the Scan Destination and Scan Type indicators fail to come on.

Check if the power is connected to the connector cable (switcher).

Check if the scanner is properly connected to the computer.

Check if the power adaptor is connected to a proper rated outlet.

If the Scan Destination or Scan Type button is not working properly.

Unplug the AC adaptor and plug it back in reset to the scanner.

Contact your dealer.

If the scanner not found icon  **appears.**

Check if the power cable is connected properly.

Check if the scanner is connected to the computer.

If a printer is connected to the connector cable (switcher), turn the printer power on.

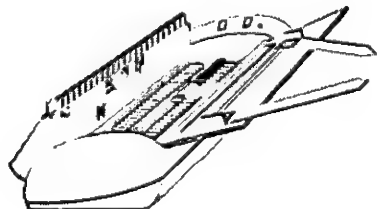
If the scanned image has black spots or vertical streaks.

Calibrate the scanner by clicking the Calibrate button in the Scanner Preferences dialog box. Refer to Calibrating the scanner for more information.

Clean the scan window with a cotton stick.

If paper is jamming in the scanner. (The scan type indicators blink one after another.)

Pull the cover of the scanner and gently remove the paper. Push the cover back and make sure it locks into place.



Scanner Specifications

Power requirements: Refer to the nameplate on the AC adaptor.

Paper feed: Auto document feed up to 10 sheets of paper (16 ~ 24 lbs.)

Scanning resolution: Max. physical resolution is 300 (H) x 600 (V) dpi and virtual can be 600 x 600 dpi.

Scanning size: 50.8 mm x 90 mm to 609.6 mm x 215.9 mm
{2" x 3.5" to 23.8" x 8.4"}

Scanning speed: Max. 5 pages per minute (ppm)
(Letter size paper with TEXT mode)

Dimensions: 95.5 (W) x 325 (L) x 78 (H) mm {3.7" x 12.7" x 3"}

Mass {weight}: 1.09 kg {2.4 lbs.}

Power consumption: 15 W TYPICAL

Operating environment: 5°C {41°F} ~ 35°C {95°F}

Storage environment: -20°C {-4°F} ~ 60°C {140°F}

Operating humidity: 30% ~ 80% RH

Storage humidity: Max. 90% RH

OCR language: English, French, Spanish (user selectable)

OCR point size range:* 6 ~ 72 point type in practically any typeface

* TextBridge can reliably recognize type smaller than 8 point only from images scanned at 400 dpi resolution.

Paper Specifications

Acceptable Documents

The unit can scan documents that meet the following conditions:

Document width: 90 to 216 mm (3.5" to 8.5")

Maximum document length: 610 mm (24")

Auto Document feeder: up to 10 sheets of paper (16 ~ 24 lbs.)

Document weight: 16 to 24 lbs. for continuous scanning
16 to 36 lbs. for single page scanning


Unacceptable Documents

The following documents may cause a jam:

- Documents bound with clips, staples, or other similar objects.
- Documents on which ink, paste, or correction fluid that has not completely dried.

Do not use the following types of documents. Make a clear copy on a flat bed copier of these documents and then feed the copy into the unit.

- Paper with a chemically treated surface, such as carbon paper or carbonless duplicating paper.
- Electrostatically charged paper.
- Heavily curled, creased, or torn paper.
- Paper with a coated surface.
- Original or precious photograph.
- Small-sized paper such as a slip or voucher.
- Paper with faint contrast between the print and the background.
- Paper with printing on the reverse side that can be seen through the front.
- Plastic or metal sheet.
- Other than rectangular shaped paper (e.g. round or triangular shaped paper).

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